

**BBB Time Off Request Slip**

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

\_\_\_\_\_ Sick \_\_\_\_\_ Vacation \_\_\_\_\_ Personal \_\_\_\_\_ Other

From \_\_\_\_\_ Through \_\_\_\_\_ Total Days \_\_\_\_\_

Comments \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Approved \_\_\_\_\_ Date \_\_\_\_\_

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